



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EMISSION CONTROL TECHNICIAN II	30	C	11.555
EMISSION CONTROL TECHNICIAN I	28	C	11.557

SERIES CONCEPT

Emission Control Technicians perform a variety of inspection, investigation, and technical assistance activities to ensure compliance of state-licensed emission control stations and emission control inspectors with state and federal laws and regulations regarding vehicle emissions, and to assist and inform the public regarding the state's emission control program.

Conduct on-site inspections of licensed emission control stations; ensure accuracy of computerized emission analyzer; audit the station's test records for violations of test procedures; replace data disk in emission analyzer; verify employment of approved emission inspector; check for required manuals, placards, and signs; review inspection results with owner/managers; place stations out of service if violations are found; clear lock-out tamper codes when out-of-service status is lifted.

Conduct pre-licensing audit of emission control stations; test emission analyzer for accuracy; ensure presence of required manuals and employment of full-time approved emission inspector; document audit results for review by supervisor.

Conduct covert audits of targeted authorized emission control stations; identify and brief covert driver regarding what to observe as emission test is being performed; prepare covert audit vehicle to either pass or fail emissions test as needed; perform and document emission test before and after sending covert driver and vehicle to targeted station; write report on covert audit results for use by investigative staff. Perform covert surveillance of suspected violating emissions control stations.

Conduct emissions testing of heavy duty diesel vehicles; explain test procedure and obtain required vehicle information from driver; inspect vehicle to determine it is safe to test; inspect for tampered emission control devices; perform snap idle opacity emission test; document test results, and explain results to drivers; report any observed safety hazards to law enforcement personnel; issue repair orders and citations for violations of emissions control laws; reinspect to verify repairs were made.

Perform emission tests at the department's emissions control lab for motorists challenging emission test results obtained from authorized emission control stations; inspect vehicle to ensure that it can safely be emission tested; perform appropriate emission test for fuel type; visually inspect for smoke and for tampered or missing emission control devices; inform motorist of test results.

Inspect alternate fueled vehicles to verify that appropriate modifications to the fuel system have been completed; complete exemption forms.

Evaluate compliance with waiver procedure for vehicles that cannot comply with state emission requirements; review documentation of repairs completed; inspect vehicles to determine that these repairs have been completed and contribute to resolving the reason for vehicle's emission test failure; issue or deny waiver documents.

Inspect vehicles involved in emission control warranty disputes, or sold with missing or tampered emission devices by dealers or private parties. Research proper emission control device applications for specific vehicles; identify modifications; document inspection results and inform buyer and seller; advise parties of applicable state and federal regulations; mediate between owners and sellers to facilitate correction of problems causing emission test failure.

Evaluate motorists' complaints against licensed emission stations, emission inspectors, dealerships or private individuals as related to emissions control. Inspect vehicle involved in dispute; write report of investigation; assist in mediation between complainant and respondent.

Inspect vehicles with alleged illegal engine replacements; locate vehicle identification number (VIN) and engine number; complete report of inspection.

Maintain and service equipment in the state's emissions test lab, including vehicle hoist and equipment for testing light and heavy duty vehicles.

Develop and upgrade training materials and course outline for Class I Emission Control Inspector review and recertification classes (gas and diesel); obtain vehicles for hands-on training exercises; schedule and conduct classes; incorporate most current automotive technology in course upgrades; administer written and practical inspector tests; review results with applicants; assist passing applicants with licensing procedures; draft upgraded tests.

Provide testimony at administrative and court proceedings as requested.

Respond to inquiries on the state's emission control program from the public, licensees, and other governmental agencies; attend meetings and public events as a representative of the department as assigned; may prepare public relations material.

May inspect vehicles referred by the state's VIN inspectors; place vehicle on hoist and remove components if necessary to locate confidential VIN's; provide VIN and engine numbers to enforcement personnel if vehicle is suspected stolen.

Perform related duties as assigned.

CLASS CONCEPTS

Emission Control Technician II: Under general supervision, incumbents independently perform the range of duties described in the series concept. This is the journey level class in the series.

Emission Control Technician I: Positions allocated to this class receive training in some or all of the duties described in the series concept. This is the entry level in the series. Progression to the Emission Control Technician class is dependent upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the hiring authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:

- * At the time of appointment and as a condition of continuing employment, candidates must possess a valid driver's license.
- * As a condition of appointment at the Emission Control Technician II level, candidates must possess a Class I Nevada State Emission Inspector's license.

EMISSION CONTROL TECHNICIAN II

EDUCATION AND EXPERIENCE: One year of experience as an Emissions Control Technician I in Nevada State service; **OR** equivalent experience in another jurisdiction.

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ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
All the knowledge, skills, and abilities required at the lower level of this series.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: NRS, NAC and agency policy/procedures regarding the licensing of emission inspection stations and inspectors; individual hardware and software requirements for infrared computer analyzers authorized for Nevada emissions testing; warranty inspection procedures required by the federal Environmental Protection Agency. **Ability to:** develop training materials for inspector certification classes; conduct effective training for new and recertifying inspectors.

EMISSION CONTROL TECHNICIAN I

EDUCATION AND EXPERIENCE: An Associate of Arts degree in automotive technology and one year of current journey-level mechanic experience at a licensed facility; **OR** two years of experience as described above; **OR** possession of the following three Automotive Service Excellence certificates: 1) Engine Performance, 2) Advanced Engine Performance, and 3) Engine Repair; **OR** an equivalent combination of education and experience. All of the preceding ways of qualifying for this class also require direct public contact experience. (*See also Special Notes and Requirements for All Positions in this Series*).

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: vehicle emission systems component devices; automobile engine operations particularly as related to the fuel and exhaust systems; tools and equipment used in automotive shops for testing engine operations; basic automotive repair procedures. **Ability to:** independently operate tools and equipment used in diagnosing and identifying problems in a vehicle emission system; read, interpret, and communicate regulatory requirements necessary to fully instruct licensee applicants; evaluate specific vehicles for compliance with emission control regulations and identify deficiencies; independently research and apply specifications from automotive technical manuals for a wide variety of vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: performance criteria and procedures for conducting emission checks and issuing compliance certificates; emission standards and requirements for vehicle registration; engine and emission system design on light-duty and heavy-duty diesel and gasoline vehicles; emission diagnostics as applied to recognizing emission problems and identifying appropriate repairs; computer configurations on current vehicles; automotive servicing equipment and computer emission analyzers utilized in emission inspection stations. **Ability to:** conduct training classes to explain emissions testing procedures, policies, and regulations; operate a personal computer; prepare complete, concise and organized reports of fact-finding activities that accurately reflect relevant facts and circumstances.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.555</u> 6/26/74	<u>11.557</u> 5/8/90R 5/24/91PC
REVISED:	8/10/77	
REVISED:	3/1/85-3	
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